

PHILIP MORRIS MANAGEMENT CORP.

INTER-OFFICE CORRESPONDENCE

120 PARK AVENUE, NEW YORK, N.Y. 10017

To: Steve Parrish

Date: December 16, 1992

From: Mary Pottorff *MP*

Subject: November Activities

1. Met with EEMA Corporate Affairs re: the desirability of a company wide smoking accommodation policy and the TIE/IAQ concept applied to PM facilities; thereby using ourselves as an example of what we are encouraging other companies to do re: workplace smoking.

Feedback:

- a) Very desirable to use ourselves and our facilities as examples. If we cannot, our accommodation message is very hypocritical.
  - b) Make sure we comply with our own IAQ recommendations before going public.
  - c) Keep separate the corporate philosophy regarding workplace smoking accommodation and discussions of ETS science and technical aspects of IAQ. Our philosophy should be uniform throughout the company, whereas, the latter aspects will vary by market and require constant update.
2. TIE/IAQ presentation and discussions with EEMA Operations and Engineering --- the benefits of addressing the total indoor environment (TIE) and its indoor air quality (IAQ) component in light of: a) emerging standards, b) corporate affairs positions on workplace smoking and c) corporate responsibility for the internal environment.

Feedback:

- a) Good concept, feasible and practical. There should be examples in U.S.
- b) Who will authorize and pick up increased cost, if any?
- c) Eastern Europe presents completely different problems than other markets,
- d) A feasibility study comparing cost of traditional vs. ventilational which considers IAQ impact is desirable.

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- Note: The building engineer at FTR - Neuchatel is interested in applying IAQ concepts to renovation of visitor's area scheduled in '93. He sees it as "good engineering and social practice" and it could "demonstrate to our visitors that cigarette smoke does not have to be a nuisance." He suggests that the project might serve as a feasibility study.
3. Discussions with Lee McGee re: cost feasibility of TIE/IAQ program, e.g., life cycle costing model, ROI for PM, engineering and financial model for 650.
  4. Continued discussions re: FACT video. Agreed on script and video company -- video to be completed December 8.
  5. Worked with Denise on draft of corporate workplace smoking accommodation policy letter and comments for PMI.
  6. Reviewed USA restaurant material with Karen Chaiken.
  7. Discussion with Brian P'Pool -- James River Center project on hold indefinitely.
  8. Discussions with Ron Luque re: Staefa control package for FACT.
  9. Discussions with Peter and Helmut re: Swissair and TNO cases for air quality testing.
  10. Department Meetings:
    - USA Corporate Affairs re: mutual programs and ETS responses.
    - Steering committee - Richmond - re: what USA can or rather cannot help us with on FACT and other IAQ solutions (I was prepared to discuss standards but time did not allow).
    - Covello with PMI and USA CA re: risk communications.
    - David Bushong and PMI CA re: consultant's program.
    - Budget discussions.

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In December:

- Complete FACT video and fulfill 4,000 requests.
- Prepare FACT data sheet for response to follow up requests.
- Work with Harold Burnley re: ASHRAE paper for Brussels meeting.
- Meet with Halton (displacement ventilation company re: FACT and smoking lounge options).

MP/dlm

cc: R. Carchman

D. Keane

M. Logue

L. McAlpin

B. Pages

C. Purcell

H. Reif

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